



Job Posting

Office & Studio Coordinator

Vancouver, Canada

Part-time, permanent

Tuesday, 10am-4:30pm, Wednesday, 10am-4:30pm + Flex day (12-18 hours weekly)

We are currently seeking a candidate to fulfill the role of Office & Studio Coordinator to work with our team and members in our East Vancouver studio.

Who We Are

Terminal City Glass Co-op (TCGC) was founded in February 2012 as Canada's first and only non-profit, co-operative glass arts facility. Our mandate is to provide access to high-quality glassmaking equipment and resources for the artistic development of emerging and established artists; to offer an educational glass program for the public in efforts to encourage awareness of glass as an art medium; to engage the community through events that promote glass as an art form. We offer classes in glassblowing, flameworking, beadmaking, and sandblasting for ages 16+, and encourage our students to further their exploration of glass as form of creative expression. Artists work independently out of our studio on their own individual projects and businesses. We support all kinds of community-building activities in the studio including slide shows, social events, member meet-ups, fundraisers and more.

Terminal City Glass Co-op is an equal-opportunity employer and values diversity in the workplace. We encourage applications from all qualified candidates. We particularly encourage applicants who identify as being from diverse communities, including those who identify as Black, Indigenous, and people of colour; people with disabilities; people identifying as LGBTQ2S+, and people facing economic barriers.

Who You Are

You are someone who is interested in getting involved with BC's arts and cultural community. You are interested in alternative business models like Co-operatives and Not-for-Profits and how they can change the world.

You have experience in office administration and a keenness to learn new skills in a fast-paced studio environment.

You are an energetic, self-starter with a passion for Not-For Profits and Co-operatives especially in the Arts. You have a keen sense of detail and apply a growth mindset to all of the tasks you engage with. You love working with people and numbers and are interested in learning more about Glass arts.

You are interested in being connected to BC's arts and cultural community, in the Co-operative and non-profit sector working in arts administration, education, events, and studio operations.

You love supporting and learning from an experienced team and are excited to support people playing with fire!



What you'll be doing:

Reporting to the General Manager, you will work with a small team that also includes a Financial Officer and Studio Manager. You will get experience in all facets of running a non-profit arts cooperative, including assisting with coordination of our public education program and special events as well as supporting our membership by assisting with maintaining the smooth running of the studio. The position will also include clerical duties with customer service, general bookkeeping, office administration and light maintenance.

Note: This is a junior role with the potential for growth.

Key Duties:

- Customer service
- General office administration
- Assisting with administration of education program
- General bookkeeping assistance
- Processing orders (classes, events and merchandise)
- Assisting with studio upkeep and maintenance projects
- Coordinating volunteers for annual fundraising events
- Packaging and labeling student work
- Packaging and labeling glass supplies for sales

Qualifications:

- Completion of secondary school is required
- Friendly, professional, and proactive
- Willing to learn and grow
- Proficient with Microsoft Office programs and POS systems
- Must be organized and detail orientated with a high level of accuracy
- Excellent written and verbal communication skills
- Competence with or willingness to learn basic hand and power tool use
- Knowledgeable of Shopify is an asset
- Interest in the arts is an asset

Remuneration: \$17-20/hour

To apply:

Send cover letter and resume in .pdf format to info@terminalcityglass.com

Application Closes: May 12, 2021